

3

Export Certification
Manual

Special Procedures

User Fees

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Introduction

These special procedures provide guidance to Federal Authorized Certification Officials (ACOs) for collecting user fees when issuing nonprepaid Federal plant export certificates and for recording the charges on APHIS Form 80-R, Export Certification Record, when issuing both nonprepaid and prepaid Federal plant export certificates. State or county ACOs should see their local policy for collecting user fees when issuing Federal plant export certificates.

The revenue from USDA-APHIS-PPQ's phytosanitary export certification program is generated directly by user fees. Therefore, collecting user fees is a crucial task for ACOs, in order to maintain financial soundness of USDA-APHIS-PPQ's phytosanitary export certification program.

User fees are collected for the following Federal plant export certificates:

- ◆ PPQ Form 577, Federal Phytosanitary Certificate
- ◆ PPQ Form 578, Export Certificate, Processed Plant Products
- ◆ PPQ Form 579, Phytosanitary Certificate for Reexport



Federal plant export certificates cost \$50.

Government agencies are charged \$23 for Federal plant export certificates.

There is **no** charge for PPQ Form 579 for noncommercial shipments.

Exporters may pay for a Federal plant export certificate at the time of service or they may prepay for a block of Federal plant export certificates. Each ACO work location has an inventory of accountable certificates. When a block of certificates are prepaid by an exporter, then an APHIS Form 80-R is completed and used to track the accountable certificates. See [Prepaid Federal Plant Export Certificates](#) on [page 3-11-16](#) for instructions about how exporters can purchase prepaid Federal plant export certificates.

If an exporter pays for an issued certificate at the time of service, then the ACO collects from the exporter a personal check, money order, cashier's check, certified check, or traveler's check for the correct amount, made payable to USDA, APHIS.¹

Regardless of whether an issued Federal plant export certificate is prepaid, once the certificate is issued an ACO **must** record the appropriate information on APHIS Form 80-R (see [Figure 3-11-13 on page 3-11-28](#)).

Charges for Federal plant export certificates issued to other USDA agencies can be collected through an interagency agreement. If a USDA agency or facility requests such an arrangement, then an interagency agreement **must** be signed before issuing Federal plant export certificates.²

¹ The following information should appear on the face of the check: complete mailing address and phone number; social security, driver's license, or taxpayer identification number.

In addition to charging a user fee for a Federal plant export certificate, USDA-APHIS-PPQ will also charge for an exporter's request to inspect plants or plant products on overtime (outside of duty hours).

USDA-APHIS-PPQ user fee and overtime charges conform to 7CFR 354, Overtime Services Relating to Imports and Exports and User Fees.

ACOs should have the following official forms to collect and maintain user fees for issued Federal plant export certificates³:

- ◆ APHIS Form 47, Transmittal and Receipt for Accountable Items for transferring accountability of Federal plant export certificates (see [Figure 3-11-12 on page 3-11-27](#))
- ◆ APHIS Form 80-R, Export Certification Record for tracking issued Federal plant export certificates (see [Figure 3-11-13 on page 3-11-28](#))
- ◆ APHIS Form 89, Report of Reimbursable Inspection and Quarantine Service
- ◆ APHIS Form 94, Record of Public Funds Received, for remitting fees to a lock box (see [Figure 3-11-14 on page 3-11-29](#))
- ◆ PPQ Form 575, Monthly Summary of Export Certificates Issued, for reporting results (See [Figure 3-11-15 on page 3-11-30](#))
- ◆ SF Form 1164, Claim for Reimbursement for Expenditures on Official Business
- ◆ SF Form 1165 (book of blank receipts)

Located at the end of these special procedures are [Quick Reference Guides for Applying User Fees](#) on page 3-11-31.

See [Figure 3-11-1 on page 3-11-3](#) for a list of the main steps associated with collecting user fees followed by detailed guidelines.

Step 1: Set User Fee
Step 2: Collect User Fee
Step 3: Record Collected User Fees and Prepaid Federal Plant Export Certificates
Step 4: Remit Collected User Fees

FIGURE 3-11-1: Overview of the Steps to Collect User Fees

- 2 To set up an interagency agreement, the agency or facility should contact the Agreement Services Center at USDA-APHIS-PPQ headquarters in Riverdale, Maryland. Check with USDA-APHIS-PPQ Export Services, 4700 River Road, Unit 140, Riverdale, Maryland 20737; Phone 301-734-8537; FAX 301-734-3249, at the beginning of each fiscal year (October) to identify the agencies and facilities that have valid agreements.
- 3 Example of APHIS and PPQ listed forms are located at the end of these special procedures (see [Forms Used for Collecting User Fees](#) on page 3-11-26) and are available for downloading from the following web site address: <<http://www.aphis.usda.gov/library/forms>>.

Step 1: Set User Fee

Use [Table 3-11-1](#) to identify the correct steps to follow when determining how much to charge for issuing a Federal plant export certificate. This determination is based on when the federal plant export certificate is issued; that is, during regular time, contiguous reimbursable overtime, or noncontiguous reimbursable overtime.

TABLE 3-11-1: Identify the Correct Steps to Set the User Fee Based on Time Status

If the Federal plant export certificate is issued during:	Then:
Regular time	GO to Federal Plant Export Certificates Issued on Regular Time or Contiguous, Reimbursable Overtime on page 3-11-4
Contiguous, reimbursable overtime	
Noncontiguous, reimbursable overtime	GO to Federal Plant Export Certificates Issued on Noncontiguous, Reimbursable Overtime on page 3-11-6

Federal Plant Export Certificates Issued on Regular Time or Contiguous, Reimbursable Overtime

If export certification service is performed on regular time or contiguous, reimbursable overtime; then USDA-APHIS-PPQ charges for both the services performed on overtime and the certificate fee.

When an exporter presents a prepaid certificate, then there is **no** need to set a user fee. SKIP to [Step 3: Record Collected User Fees and Prepaid Federal Plant Export Certificates](#) on [page 3-11-7](#).

When an exporter purchases a Federal plant export certificate at the time of service, then set the user fee. Setting the user fee is based on the following factors:

- ◆ Which Federal plant export certificate is issued: PPQ Form 577, PPQ Form 578, or PPQ Form 579
- ◆ Shipment status and invoiced value: commercial valued at or greater than \$1,250, commercial valued less than \$1,250, or noncommercial

Commercial shipments are those being traded for gain or profit. Official samples are considered to be commercial shipments. Look at invoices or other support documents to determine whether the invoiced value of commercial shipments is at or exceeds \$1,250.

Noncommercial shipments are those moving for neither gain nor profit. Consider shipments under an Agricultural Stabilization and Conservation Service (ASCS) Program as noncommercial⁴.



ACOs **must** use their professional judgment and the shipment's accompanying documentation to establish the shipment's value and to discriminate commercial shipments from noncommercial shipments.

See [Table 3-11-2](#) for instructions about how to set the user fee for Federal plant export certificates issued on regular time or contiguous, reimbursable overtime.

TABLE 3-11-2: Set User Fee for Federal Plant Export Certificates Issued on Regular or Contiguous, Reimbursable Overtime

If the issued Federal plant export certificate is:	And the shipment is:	And the invoiced value is:	Then:
PPQ Form 577	Commercial	Less than \$1,250 ¹	1. SET the fee at \$23 ² 2. GO to Step 2: Collect User Fee on page 3-11-7
		At or greater than \$1,250	1. SET the fee at \$50 2. GO to Step 2: Collect User Fee on page 3-11-7
	Noncommercial	—————→	1. SET the fee at \$23 ² 2. GO to Step 2: Collect User Fee on page 3-11-7
PPQ Form 578	—————→	—————→	1. SET the fee at \$50 2. GO to Step 2: Collect User Fee on page 3-11-7
PPQ Form 579	Commercial	At or greater than \$1,250	1. SET the fee at \$23 ² 2. GO to Step 2: Collect User Fee on page 3-11-7
		Less than \$1,250 ¹	
	Noncommercial	—————→	DO NOT CHARGE

- 1 The importer **must** provide a commercial invoice in order to receive the reduced fee. Furthermore, the quantity of produce declared and the number and the description of packages on the certificate **must** exactly match those found on the invoice. Attach a copy of the invoice to the Issuing Office Copy of the Federal plant export certificate.
- 2 Currently, there are **no** provisions for allowing a company to purchase prepaid certificates at the \$23 rate.

- 4 To qualify for the noncommercial rate, the exporter, shipper, or broker **must** present one of the following documents: CCC 512, Notice of Commodity Availability; KC 269, Notice to Deliver; KC 269-A, Forwarding Notice.

Federal Plant Export Certificates Issued on Noncontiguous, Reimbursable Overtime

ACOs should confirm whether the exporter is using a prepaid Federal plant export certificate. Exporters may choose either to use one of their prepaid certificates or to pay for one in USDA-APHIS-PPQ's inventory. ACOs **cannot** mandate the use of prepaid certificates.

When an exporter presents a prepaid certificate, then the ACO needs the associated APHIS Form 80-R that contains that certificate's serial number. The exporter is due a credit since USDA-APHIS-PPQ **does not** charge for both the prepaid certificate and for services performed during reimbursable overtime.

See [Table 3-11-3](#) for instructions about how to process Federal plant export certificates issued on noncontiguous, reimbursable overtime.

TABLE 3-11-3: Process Federal Plant Export Certificates Issued on Noncontiguous, Reimbursable Overtime

If the exporter chooses to:	Then:
Use a prepaid Federal plant export certificate	<ol style="list-style-type: none"> 1. RETRIEVE the APHIS Form 80-R that lists the certificate's serial number 2. RECORD the following on the APHIS Form 80-R <ul style="list-style-type: none"> ◆ ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) ◆ CHECK <i>Block 20</i> to show that a \$43 credit is due (because the certificate is issued on reimbursable overtime) ◆ ENTER \$43 in <i>Block 22</i> ◆ CHECK <i>Block 17</i> ◆ INITIAL <i>Block 23</i> to show that the certificate was used 3. Charge ROT on an APHIS Form 89 recording the certificate's serial number in <i>Block 12</i> 4. FOLLOW standard billing or cash on delivery (c.o.d.) procedures
Use a Federal plant export certificate in USDA-APHIS-PPQ inventory	<ol style="list-style-type: none"> 1. WAIVE the user fee (inspection is performed on reimbursable overtime and charged accordingly) 2. RECORD the following on the APHIS Form 80-R <ul style="list-style-type: none"> ◆ ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) ◆ CHECK <i>Block 17</i> ◆ INITIAL <i>Block 23</i> to show that the certificate was used ◆ WRITE "Issued on ROT" across <i>Blocks 18</i> through <i>22</i> 3. Charge ROT on an APHIS Form 89 recording the certificate's serial number in <i>Block 12</i> 4. FOLLOW standard billing or c.o.d. procedures

Step 2: Collect User Fee

Collect a check or money order payment for Federal plant export certificates issued when service is rendered (as opposed to a prepaid certificate).

Accept a personal check **only** if the total amount due is \$100 or less. If the total amount due is more than \$100, then the payment **must** be by cashier's check, certified check, traveler's check, or money order **only**. The following information should appear on the face of all checks: complete mailing address and phone number; Social Security, driver's license, or taxpayer identification number.



Do not accept a personal check for user fees totalling more than \$100.

Do not accept cash unless absolutely necessary. If absolutely necessary to accept cash, then inform the exporter that you will accept cash once **only** and the next time the exporter **must** have a check or money order made payable to: USDA, APHIS. If the exporter asks for a receipt for cash payment, then issue SF Form 1165 (a generic receipt form).

Checks drawn on foreign banks **must** be payable in U.S. funds and **must** be marked as payable in U.S. dollars.

If a check is returned by the bank for non-sufficient funds and the exporter fails to settle the balance, then refuse export certification service until the outstanding balance is paid.

Once the user fee is collected, go to [Step 3: Record Collected User Fees and Prepaid Federal Plant Export Certificates](#).

Step 3: Record Collected User Fees and Prepaid Federal Plant Export Certificates

Record collected user fees and record prepaid Federal plant export certificates on APHIS Form 80-R, Export Certificate Record, for certificates issued on regular time or contiguous reimburseable overtime. If the exporter used a prepaid Federal plant export certificate, then go to [Table 3-11-4 on page 3-11-8](#). If the exporter paid at the time service was rendered for a Federal plant export certificate in USDA-APHIS-PPQ inventory, then go to [Table 3-11-5 on page 3-11-9](#).

Record Prepaid Federal Plant Export Certificates

When an exporter uses a prepaid Federal plant export certificate, then record your actions on the APHIS Form 80-R that was used to purchase the certificates and has their serial numbers listed.

See [Table 3-11-4](#) for instructions on completing APHIS Form 80-R. If the associated APHIS Form 80-R is located at a different physical office within the work unit, then contact that office and have the results of your actions documented on the APHIS Form 80-R and have the person recording the information initial *Block 23* for you.

TABLE 3-11-4: Record Prepaid Federal Plant Export Certificates

If the fee was:	Then after retrieving the APHIS Form 80-R that lists the certificate's serial number, record the following:
\$23	<ol style="list-style-type: none"> 1. ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) 2. CHECK <i>Block 21</i> to show that an \$27 credit is due (the fee difference between a commercial shipment and a low value commercial shipment or a noncommercial shipment) 3. ENTER \$27 in <i>Block 22</i> 4. CHECK <i>Block 17</i> 5. INITIAL <i>Block 23</i> to show that the certificate was used
\$50	<ol style="list-style-type: none"> 1. ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) 2. CHECK <i>Block 17</i> 3. INITIAL <i>Block 23</i> to show that the certificate was used
Not charged	<ol style="list-style-type: none"> 1. ENTER the date <i>Block 16</i> (adjacent to the certificate's serial number) 2. ENTER \$43 in <i>Block 22</i> (\$50 value minus \$7 administrative charge) 3. WRITE "N/C, Noncommercial Re-export" across <i>Blocks 18</i> through <i>21</i> 4. CHECK <i>Block 17</i> 5. INITIAL <i>Block 23</i> to show that the certificate was used

Record Nonprepaid Federal Plant Export Certificates

When you collect a user fee for a Federal plant export certificate from the exporter at the time of service (**not** prepaid certificates), then document your actions on APHIS Form 80-R.

If an ACO accepts cash⁵, then the ACO needs to get a money order made payable to USDA-APHIS. ACOs **must never** pay for the money order from the cash received. ACOs may get reimbursed for the cost of a money order by completing and submitting SF Form 1164, Claim for Reimbursement for Expenditures on Official Business.

See [Table 3-11-5](#) for instructions on completing APHIS Form 80-R. If the associated APHIS Form 80-R is located at a different physical office within the work unit, then contact that office and have the results of your actions documented on the APHIS Form 80-R and have the person recording the information initial *Block 23* for you.

⁵ **Do not** accept cash unless absolutely necessary. If absolutely necessary to accept cash, then inform the exporter that you will accept cash once **only** and the next time the exporter **must** have a check or money order made payable to USDA-APHIS. If the exporter asks for a receipt for cash payment, then issue SF Form 1165 (a generic receipt form).

TABLE 3-11-5: Record Inventoried Federal Plant Export Certificates

If the fee was:	Then after retrieving the APHIS Form 80-R that lists the certificate's serial number, record the following:
\$23	<ol style="list-style-type: none"> 1. WRITE \$23 in <i>Block 17</i> for each issued certificate 2. TOTAL the charge for the number of certificates issued 3. If cash was received, GET a money order payable to USDA-APHIS 4. ENTER the date issued in <i>Block 16</i> (adjacent to the certificate's serial number) 5. INITIAL <i>Block 23</i> to show that the certificate was used 6. GO to Step 4: Remit Collected User Fees on page 3-11-10
\$50	<ol style="list-style-type: none"> 1. WRITE \$50 in <i>Block 17</i> 2. TOTAL the charge for the number of certificates issued 3. If cash was received, GET a money order payable to USDA-APHIS 4. ENTER the date issued in <i>Block 16</i> (adjacent to the certificate's serial number) 5. INITIAL <i>Block 23</i> to show that the certificate was used 6. GO to Step 4: Remit Collected User Fees on page 3-11-10
Not charged	<ol style="list-style-type: none"> 1. WRITE "N/C" in <i>Block 17</i> (there is no charge for noncommercial re-export shipments) 2. ENTER the date issued in <i>Block 16</i> (adjacent to the certificate's serial number) 3. INITIAL <i>Block 23</i> to show that the certificate was used 4. GO to Step 4: Remit Collected User Fees on page 3-11-10

Step 4: Remit Collected User Fees

After collecting user fees, then complete APHIS Form 94, Record of Public Funds Received⁶. More than one transaction can be recorded on an APHIS Form 94 for remitting collected user fees. See Chapter 10 of *APHIS Budget and Accounting Manual* for detailed instructions about how to complete APHIS Form 94. This section provides supplemental guidelines for remitting collected user fees on APHIS Form 94 for issued Federal plant export certificates.

Before completing an APHIS Form 94, ensure the following:

- ◆ If cash was collected, then convert the cash to a money order payable to USDA-APHIS



Important

Do not remit cash.

Do not convert cash to a personal check.

Never take the cost of the money order from the cash received.

- ◆ All checks and money orders are payable to USDA-APHIS
- ◆ All checks drawn on foreign banks are payable in U.S. dollars⁷
- ◆ 10-digit accounting code written in the lower, left corner on the front of each check or money order



Important

Do not write below the memo and signature lines on a check as the writing can interfere with processing if it is too close to the micro line at the bottom of a check (account and bank routing numbers).

Do not write on the back of checks or money order.

Do not endorse checks or money orders with a stamp.

- ◆ Photocopy each check or money order for the work location records

When completing APHIS Form 94, do the following:

1. Write the complete mailing address of the originating office in *Block 4*.
2. For each transaction (collected fee for a Federal plant export certificate), enter the date the Federal plant export certificate was purchased in *Block 5*.
3. For each transaction, enter the 10-digit accounting code and 4-digit revenue source code (0250) in *Block 9*.

⁶ APHIS Form 94 is available for downloading from the following web site address: <<http://www.aphis.usda.gov/library/forms>>.

⁷ If possible, send foreign checks on a separate APHIS Form 94 as they are processed differently.

4. Clip (**do not** staple) checks and/or money orders to the original and one copy of APHIS Form 94.
5. Keep another copy of APHIS Form 94 until a receipted copy returns from the Minneapolis Financial Services Branch (MFSB). (After the MFSB receives the APHIS Form 94 from the lock box in St. Louis, they will return the receipted copy APHIS Form 94 to the originating office address in *Block 4*.)
6. Send (see important note below) the original and one copy of APHIS Form 94 with the clipped checks and/or money orders to the address printed in *Block 3* and listed below.



If practical, send the collected fees within 24 hours; but, **never** send the collected fees later than the second workday from date you received the fees. Use the date of the first transaction on APHIS Form 94 as a guide.

USDA-APHIS
P. O. Box 952180
St. Louis, MO 63195-2180

7. File the receipted copy. If you **do not** receive a receipted copy within 3 weeks of your submission, then notify the Minneapolis Financial Services Branch

Reissue and Replace Federal Plant Export Certificates


Federal plant export certificates are reissued or replaced because of an error caused either by USDA-APHIS-PPQ or the exporter, or because the exporter requests a reissuance or replacement. Instructions for recording reimbursement and payment for reissued or replaced Federal plant export certificates are divided based on the cause of the error or the reason the original certificate needs to be reissued or replaced.

If the error was caused by USDA-APHIS-PPQ, then go to **Action to Take When Errors Are Made by USDA-APHIS-PPQ** on page 3-11-12. If the error was caused by the exporter or the exporter is requesting changes, then go to **Action to Take When Errors Are Made or Changes Are Requested by the Exporter** on page 3-11-13.

Action to Take When Errors Are Made by USDA-APHIS-PPQ

Never charge exporters user fees for Federal plant export certificates that are reissued because of errors made by USDA-APHIS-PPQ. See [Table 3-11-6](#) for the correct action to take.

TABLE 3-11-6: Action to Take When the Errors Are Caused by USDA-APHIS-PPQ

If the error is on a:	And the exporter chooses to replace with:	Then do the following on APHIS Form 80-R to record the reissuance or replacement:
Prepaid Federal plant export certificate	Another prepaid Federal plant export certificate	<ol style="list-style-type: none"> On the APHIS Form 80-R listing the reissued or replaced Federal plant export certificate: <ul style="list-style-type: none"> ◆ SCRATCH across <i>Block 15</i> through <i>Block 23</i> that identifies the certificate ◆ In the margin, WRITE "Voided due to USDA-APHIS-PPQ error" ◆ FILE the voided Federal plant export certificate at the issuing office On the APHIS Form 80-R listing the new Federal plant export certificate: <ul style="list-style-type: none"> ◆ ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) ◆ INITIAL <i>Block 23</i> to show that the certificate was used ◆ WRITE "PPQ issuing error" across <i>Block 17</i> through <i>Block 21</i> ◆ WRITE \$50 in <i>Block 22</i> to show the credit due
	Federal plant export certificate from USDA-APHIS-PPQ inventory	<ol style="list-style-type: none"> On the APHIS Form 80-R listing the reissued or replaced Federal plant export certificate: <ul style="list-style-type: none"> ◆ SCRATCH through the certificate's serial number in <i>Block 15</i> ◆ ENTER in <i>Block 15</i> the serial number of the new Federal plant export certificate ◆ FILE the voided Federal plant export certificate at the issuing office On the APHIS Form 80-R listing the new Federal plant export certificate: <ul style="list-style-type: none"> ◆ ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) ◆ INITIAL <i>Block 23</i> to show that the certificate was used ◆ WRITE "N/C" in <i>Block 17</i> ◆ WRITE "PPQ issuing error, replace certificate #[certificate number]" and "[company's name to which a new Federal plant export certificate is reissued]" across <i>Block 18</i> through <i>Block 23</i>
Federal plant export certificate from USDA-APHIS-PPQ inventory		

Action to Take When Errors Are Made or Changes Are Requested by the Exporter

USDA-APHIS-PPQ can charge user fees for Federal plant export certificates reissued or replaced because of an error caused by the exporter, or because the exporter requests a reissuance or replacement. Instructions for charging user fees for reissuing or replacing a Federal plant export certificate at the exporter's request are divided as follows:

- ◆ **Reissuances**
- ◆ **Replacements**

Reissuances

For Federal plant export certificates reissued because of errors caused by the exporter, see [Table 3-11-7](#) for the correct action to take.

TABLE 3-11-7: Action to Take When Errors Are Caused by the Exporter

If the exporter chooses to:	Then:
Use a prepaid Federal plant export certificate	<ol style="list-style-type: none"> On the APHIS Form 80-R listing the new, prepaid Federal plant export certificate: <ul style="list-style-type: none"> ◆ ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) ◆ CHECK <i>Block 18</i> (give credit for one replacement due to exporter's error on the replaced certificate¹) ◆ INITIAL <i>Block 17</i> and <i>Block 23</i> to show that the certificate was used ◆ WRITE \$43 in <i>Block 22</i> to show credit due VOID the original Federal plant export certificate that was reissued or replaced FILE the voided Federal plant export certificate at the issuing office
Pay for a Federal plant export certificate at time of service	<ol style="list-style-type: none"> On the APHIS Form 80-R listing the new, inventoried Federal plant export certificate: <ul style="list-style-type: none"> ◆ ENTER the date in <i>Block 16</i> (adjacent to the certificate's serial number) ◆ ENTER \$7 in <i>Block 17</i> (administrative charge for one replacement due to exporter's error on the replaced certificate¹) ◆ INITIAL <i>Block 23</i> to show that the certificate was used GET a check or money order made payable to USDA-APHIS for \$7 VOID the original Federal plant export certificate that was reissued or replaced FILE the voided Federal plant export certificate at the issuing office

- 1 There is a difference between a one-time change for an erroneous Federal plant export certificate (credit due or \$7 administrative charge) and an exporter's request for a second and third replacement to a certificate because the shipment has been split. When an exporter requests additional certificates, then charge the regular user fee. See [Replacements](#) on [page 3-11-14](#).

Replacements

When an exporter requests replacement of a Federal plant export certificate, charge according to whether the request is for a single (one) replacement or is for splitting the shipment and needing additional certificates.

1. If the exporter requests a single (one) replacement, then charge \$7.



There is **always** a \$7 charge for replacing a Federal plant export certificate on a one-to-one basis, regardless of the number of times the certificate is replaced. However, the shipment **cannot** be split, and the quantity **cannot** be changed to an amount greater than the amount that was actually certified and listed on the original Federal plant export certificate.

2. After the first replacement, charge the full amount, as appropriate. (See [Step 1: Set User Fee](#) on [page 3-11-4](#) to determine the appropriate user fee to charge.) See also [Table 3-11-8](#) for how to calculate the total user fee cost if an exporter requested three replacements for a previously issued Federal plant export certificate because the shipment had been split.
3. If the exporter is paying for the replacement Federal plant export certificate by check or money order, then collect the user fee. (See [Step 2: Collect User Fee](#) on [page 3-11-7](#).) After collecting the user fee, then complete APHIS Form 94, Record of Public Funds Receive Record. (See [Step 4: Remit Collected User Fees](#) on [page 3-11-10](#).)
4. Record collected user fees and log in prepaid Federal plant export certificates on APHIS Form 80-R, Export Certificate Record. (See [Step 3: Record Collected User Fees and Prepaid Federal Plant Export Certificates](#) on [page 3-11-7](#).)

TABLE 3-11-8: Calculate the Total Cost for Three Replacement Federal Plant Export Certificates for a Split Shipment

If the domestic origin shipment is:	And the Federal plant export certificate is the:	Then charge the following cost for the replacement certificates:
Commercial with an invoiced value of \$1,250 or greater	First replacement	\$ 7
	Second replacement	\$ 50
	Third replacement	\$ 50
	Total User Fee Charge	\$107
Noncommercial	First replacement	\$ 7
	Second replacement	\$ 23
	Third replacement	\$ 23
	Total User Fee Charge	\$ 53

Maintain Accountability

To maintain the credibility of the USDA-APHIS-PPQ phytosanitary export certificate program, an accountability system was established to deter forgeries and to control public misuse of Federal plant export certificates. As part of the accountability system, Federal plant export certificates are prenumbered in the top, right corner.

Federal plant export certificates can be ordered from USDA's Beltsville Supply Center (BSC). This is an administrative function and requires a customer number, which is an 8-digit number starting with 34 that represents the agency's work location. Federal plant export certificates can be ordered on-line at the following web site address:

<<http://www.bsc.usda.gov>>

A second option or backup when the web site is **not** working is order directly from BSC by FAX at 301-394-0300. The FAX should include the following information:

- ◆ Customer ID number (34.)
- ◆ Form number and form name
- ◆ Quantity needed (certificates are packaged 300/box; the unit of issue is BX)
- ◆ Name of person ordering the forms and a phone number
- ◆ Complete mailing address where the forms are to be mailed

Ordered forms should be sent within 7 to 10 days. If forms are **not** received, then check your order by e-mailing Karen Stratchko of USDA-APHIS Forms, Records, Issuance, and Management (karen.a.stratchko@aphis.usda.gov) with the order number and date ordered.

Once a USDA-APHIS-PPQ office acquires an inventory of Federal plant export certificates, then accountability **must** be maintained for the following:

- ◆ [Prepaid Federal Plant Export Certificates](#)
- ◆ [Federal Plant Export Certificates Issued to Other USDA-APHIS-PPQ Offices](#)
- ◆ [Federal Plant Export Certificates Issued to State or County Offices](#)

Prepaid Federal Plant Export Certificates

Exporters can prepay a block of Federal plant export certificates in lieu of paying at the time of service. Prepayment **must** be in U.S. funds. Procedures for accepting prepayment for a block of Federal plant export certificates are as follows:

1. Advise the exporter that the cost is \$50 for each Federal plant export certificate.



Federal plant export certificates can **only** be prepaid at a \$50 rate. There are **no** provisions for allowing exporters to purchase prepaid Federal plant export certificates at the \$23 rate, even if they exclusively use Federal plant export certificates that meet the criteria for charging this reduced rate (commercial shipments with an invoice value of less than \$1,250).

2. Ask how many Federal plant export certificates the exporter wishes to prepay, keeping in mind that exporters are limited to prepaying for a 3-month supply. This supply limit helps prevent difficulties that may arise if the rates of user fees change.
3. Total the cost by multiplying the requested number of Federal plant export certificates by \$50.
4. Record prepaid Federal plant export certificates using APHIS Form 80-R. (See **Step 3: Record Collected User Fees and Prepaid Federal Plant Export Certificates** on page 3-11-7.)
5. Give the block of Federal plant export certificates to the exporter. List or stamp the name and address of the issuing office on each prepaid Federal plant export certificate in the block or space indicated by *PLACE* or *PLACE OF ISSUE*.



Inform the exporter that prepaid Federal plant export certificates **must** be signed **only** at the issuing office where the certificates were prepaid.

6. Get a check or money order made payable to USDA-APHIS.
7. If the exporter requests a copy of the APHIS Form 80-R, then photocopy the form and mark "COPY"⁸. Otherwise, **do not** give the exporter a copy of APHIS Form 80-R.
8. Instruct the exporter about how to partially complete a Federal plant export certificate; that is, how to complete the DESCRIPTION OF CONSIGNMENT.

⁸ At some work locations, marking the form as a COPY is automatically performed by a computer system.

9. Inform the exporter that an administrative charge of \$7 will be assessed for all returned, unused Federal plant export certificates.



If a check is returned by the bank for nonsufficient funds (NSF) and the exporter fails to settle, then refuse export certification service until the outstanding balance is paid.

10. At the end of each quarter of the Fiscal Year (December, March, June, September), review the APHIS Form 80-R for prepaid, unused Federal plant export certificates.
 - A. Consult with the exporter to determine the status of the unused Federal plant export certificates.
 - B. If the Federal plant export certificates are **not** going to be used in the near future, then recover them. Reimburse the exporter \$43 and retain \$7 (administrative fee) for each prepaid, unused Federal plant export certificates that is recovered. (See ***Handle Refunds and Credits*** on **page 3-11-20.**)
 - C. If there are long-standing, unused Federal plant export certificates listed on an APHIS Form 80-R, then **do not** allow the export to prepay for future Federal plant export certificates.

TABLE 3-11-9: Instructions to Complete APHIS Form 80-R When Exporters Prepay Federal Plant Export Certificates

If the block is:	Then complete APHIS 80-R for a block of prepaid Federal plant export certificates as follows:
1. FIRM NAME AND ADDRESS	ENTER the name and address of the export, person, office, or firm to whom the Federal plant export certificates are assigned. If the export is using an agent, then enter the responsible person's name in <i>Block 11</i> and phone number in <i>Block 12</i>
2. PREPAYMENT DATE	ENTER the date that prepayment is received
3. CHECK IDENTIFICATION NUMBER	<ul style="list-style-type: none"> ◆ If payment is by check, then ENTER the last 5 digits of the check number and the last 5 digits of the bank account number ◆ If payment is by money order, then ENTER the last 10 digits of the money order number
4. Certificates	Enter the total amount of Federal plant export certificates being prepaid
6. Total	<ul style="list-style-type: none"> ◆ ENTER the total cost by multiplying the number in <i>Block 4</i> by \$50 ◆ At some work locations this calculation is performed automatically by a computer system
7. Credit Brought Forward	<ul style="list-style-type: none"> ◆ If the exporter is due a credit brought forward from previous transactions, then ENTER a credit amount ◆ At some work locations this calculation is performed automatically by a computer system ◆ GIVE credit only when every Federal plant export certificate has been recorded and accounted for on APHIS Form 80-R to facilitate record keeping
9. Credit Balance	<ul style="list-style-type: none"> ◆ If the exporter chooses to apply credit brought forward, then subtract the amount in <i>Block 7</i> from the total in <i>Block 6</i> ◆ Inform the exporter of a credit balance or amount due ◆ At some work locations this calculation is performed automatically by a computer system
10. Amount Paid	<ul style="list-style-type: none"> ◆ ENTER the total amount due ◆ At some work locations this calculation is performed automatically by a computer system
11. RESPONSIBLE AGENT	If the exporter is using an agent, then ENTER the name of the individual representing the exporter
12. PHONE NUMBER	◆ If the exporter is using an agent, then ENTER the phone number of individual representing the exporter
13. SERIAL RANGE	<ul style="list-style-type: none"> ◆ ENTER the serial number range of the Federal plant export certificates from USDA-APHIS-PPQ inventory ◆ At some work locations this calculation is performed automatically by a computer system
14. ISSUING OFFICER	Sign as issuing official

Federal Plant Export Certificates Issued to Other USDA-APHIS-PPQ Offices

When a controlling official (Export Certification Specialist, Officer-in-charge, State plant health director, or other designated PPQ regulatory official) transfers a block of Federal plant export certificates to another USDA-APHIS-PPQ office under his or her jurisdiction, then the controlling official **must** record the transfer using APHIS 80-R, Export Certification Record, or APHIS Form 47, Transmittal and Receipt for Accountable Items. Federal plant export certificates **must** be transferred to an accountable individual within the receiving USDA-APHIS-PPQ office.

Instructions to Complete APHIS Form 80-R

TABLE 3-11-10 Instructions to Record on APHIS Form 80-R the Transfer of Federal Plant Export Certificates to Other USDA-APHIS-PPQ Offices

Block:	When an APHIS Form 80-R Is Used to Record the Transfer of the Federal Plant Export Certificates, do as follows:
1. FIRM NAME AND ADDRESS	Enter the address of the USDA-APHIS-PPQ office to which the Federal plant export certificates are being transferred
11. RESPONSIBLE AGENT	List the accountable individual's name
12. PHONE NUMBER	List the accountable individual's phone number
13. SERIAL RANGE	List the range of serial numbers for the Federal plant export certificates issued
14. ISSUING OFFICER	List the controlling official's name

Distribution and Maintenance of APHIS Form 80-R

The accountable individual in receiving USDA-APHIS-PPQ field offices **must** maintain APHIS Form 80-R and record all transactions pertaining to the Federal plant export certificates that were transferred. (See [Step 3: Record Collected User Fees and Prepaid Federal Plant Export Certificates](#) on page 3-11-7.)



Two sets of records are kept. One set is kept by the issuing office (either an APHIS Form 80-R or APHIS Form 47); the other is kept by the receiving office where the Federal plant export certificates will be issued (**always** keep APHIS Form 80-R). The issuing office fills in *Block 11* through *Block 14* of APHIS Form 80-R.

Federal Plant Export Certificates Issued to State or County Offices

When a controlling official (Export Certification Specialist, Officer-in-charge, State plant health director, or other designated PPQ regulatory official) transfers a block of Federal plant export certificates to a State or county office under his or her jurisdiction, then the controlling official **must** record the transfer using APHIS Form 47, Transmittal and Receipt for Accountable Items.

Instructions to Complete APHIS Form 47

When an APHIS Form 47 is used to record the transfer of the Federal plant export certificates, then complete the forms as in [Table 3-11-11](#).

TABLE 3-11-11 Complete APHIS Form 47 when a Controlling Official Transfers a Block of Federal Export Certificates

Block:	Instructions:
2. TO	Enter the name and address of the designated State or county official
3. FROM	Enter the name and address of the controlling official
4. ACCOUNTABLE FORMS	Complete as listed below
A. FORM NO.	Enter the form number (PPQ Form 577, PPQ Form 578, or PPQ Form 579)
B. TITLE	Enter the form title (Phytosanitary Certificate; Export Certificate, Processed Plant Products; or Phytosanitary Certificate for Reexport respectively)
C. QUANTITY	Enter the quantity of Federal plant export certificates
D. UNIT OF ISSUE	Enter "Each"
E. SERIAL NOS. (inclusive)	Enter the range (from and through) of serial numbers
7. REMARKS	List the name and phone number of the accountable individual to whom the Federal plant export certificates are transferred
8. SIGNATURE OF CERTIFYING OFFICIAL	Sign
9. TITLE	Enter official title
10. DATE	Enter date of transfer

Include the completed APHIS Form 47 with the Federal plant export certificates being transferred.

Handle Refunds and Credits

If an exporter has a voided or returned unused Federal plant export certificate, then either record a credit due on APHIS Form 80-R or arrange for a refund from USDA-APHIS Financial Management Division, Minneapolis Financial Services Branch (MFSB). The voided or returned unused certificates **must** be filed at the issuing office (accountability point). Returned unused Federal plant export certificates can be reissued.



Only give refunds and credits for Federal plant export certificates that were previously issued from your office.

Never give a refund or a credit for State certificates or certificates issued by other Federal agencies, even though exporters were charged for the documents.

Once a Federal plant export certificate has been issued and the exporter decides **not** to export the commodity, then the user fee is **no** longer refundable. **Do not** refund or credit any of the fee.

If the exporter requests reimbursement for voided or returned unused Federal plant export certificates, then perform the following steps:

1. Accept the voided or unused certificates that are being returned.
2. Make sure that you have the exporter's name, address, social security number (or tax identification number), and phone number.
3. Give the exporter a receipt for the returned certificates using SF 1165. **Only** reimburse \$43 per certificate (\$50 (value of certificate) - \$7 (administrative charge) = \$43).
4. Send a message (memo, FAX, or e-mail) to MFSB requesting the refund and include the following information:
 - ❖ Amount to be refunded
 - ❖ Accounting code the payment was posted against
 - ❖ Exporter's name and address
 - ❖ Exporter's phone number
 - ❖ Exporter's Social Security number (or tax identification number)
 - ❖ PPQ contact in case there are questions

Send the message to the following office:

USDA-APHIS-FMD, MFSB
P.O. Box 3334
Minneapolis, MN 55403
E-mail: ABSHelpline@aphis.usda.gov
FAX: 612-370-2293
Phone: 612-370-2291

Manage Records

Authorized Certification Officials (ACOs) **must** maintain an audit trail since USDA-APHIS-PPQ phytosanitary export certification program is one where money is collected and handled directly. In order to sufficiently maintain an audit trail each issuing office **must** perform the following:

- ◆ **Monthly Reports**
- ◆ **Annual Maintenance**

Monthly Reports

Monthly reporting about Federal plant export certificates issued allows for the following:

- ◆ USDA-APHIS, Financial Management Division, User Fee Section in Riverdale, Maryland, is able to track the collected fees and reconcile the funds between the Minneapolis Financial Services Branch (MFSB) and USDA-APHIS-PPQ work units
- ◆ USDA-APHIS-PPQ is able to accurately determine the number of certificates issued

Work Units

The Officer-in-charge or State Plant Health Director is accountable for preparing and submitting PPQ Form 575, Monthly Summary of Export Certificates Issued⁹. Complete PPQ Form 575 within 5 working days after the month has ended. Use the instructions on the reverse side of the form along with the following supplemental guidelines:

⁹ Example of PPQ Form 575 is at the end of these special procedures (see **Forms Used for Collecting User Fees** on **page 3-11-26**) and are available for downloading from the following web site address: <<http://www.aphis.usda.gov/library/forms>>.

TABLE 3-11-12 Instructions for Completing PPQ Form 575

Block:	Instructions:
1. WORK UNIT AND STATION NAME	Enter the name of your work unit and any work station assigned to the work unit
4. TYPE OF CERTIFICATE	Enter in <i>Blocks 4(A) through 4(F)</i> , the total number of certificates purchased and the total dollar amount collected and sent to MFSB for each Federal plant export certificate
	Use <i>Block 4(B)</i> to record the number of Federal plant export certificates and related dollar amounts sent to MFSB for those issued to other USDA or government agencies
	Enter in <i>Blocks 4(G) through 4(J)</i> only the number of certificates issued for each type of certificate. No fee is collected for these Federal plant export certificates
8. REMARKS	Record in <i>Block 8</i> the government agencies to which Federal plant export certificates were issued along with the number of certificates issued to each agency. Federal plant export certificates issued to other agencies are charged at the \$23 rate and need to be accounted for on PPQ Form 525. PPQ Agreement Services Center will work with agencies outside the Federal government to develop an interagency agreement to pay for Federal plant export certificates issued to them
	If you had no export certification activity during the past month, then send a negative report. Indicate in <i>Block 8, Remarks</i> , that this is a negative report
	Record certificates which were pre-purchased at the \$50 rate, but qualified for the \$23 rate when issued, in <i>Block 8</i> . Record the number of certificates originally sold for \$50 and the number that qualified for \$23



There may be a difference between the number of certificates purchased and the dollar amount sent to MFSB because of the credits given to exporters who prepay for a block of certificates. The credits are recorded when the certificates are used and then are applied against a dollar amount owed when an exporter returns to purchase another block of certificates. A difference should appear **only** in *Block 4(A)* of PPQ Form 575. Record in *Block 8*, the total credit amount applied; **do not** separate credits by exporters.

EXAMPLE

In January, Exporter XYZ prepaid for a block of 10 Federal plant export certificates at \$50 each for a total of \$500.

At the end of January, 25 Federal plant export certificates were purchased, which included the block of 10 prepaid by Exporter XYZ.

Recorded on PPQ Form 575 for January under *Block 4(A)* is 25 for the number purchased, and \$1,250 for the amount sent to MFSB (25 certificates x \$50 each).

In April, Exporter XYZ prepaid for another block of 10 Federal plant export certificates at \$50 each for a total of \$500.

After checking the APHIS 80-R, you notice that 2 certificates from the January block qualified for the \$23 rate when a credit of \$27 each was given, and 1 certificate was issued under reimbursable overtime when a credit of \$43 was given. Currently, Exporter XYZ has a credit balance of \$97 (\$27 + \$27 + \$43). Therefore, you charge Exporter XYZ \$403 for the block of 10 certificates (\$500 - \$97).

At the end of April, 30 Federal plant export certificates were purchased, which included the second block of 10 certificates prepaid by Exporter XYZ.

Recorded on PPQ Form 575 for April under *Block 4(A)* is 30 for the number purchased, and \$1,403 for the amount sent to MFSB (30 x \$50 - \$97 credit). Record in *Block 8*, an explanation of why there is a difference between the number purchased and the dollar amount sent to MFSB.

Forward the completed, original PPQ Form 575 to your Regional Office.

Regional Office

The regional office is responsible for collecting all original PPQ Forms 575 from their work units and preparing a cover memorandum. The regional office will do the following:

1. Monitor receiving an original PPQ Form 575 from each work unit within the region before the 20th of each month.
2. Prepare a cover memorandum to forward the PPQ Forms 575 to USDA-APHIS, Financial Management Division (FMD), User Fee Section in Riverdale, Maryland. The memorandum should include the statement "This is to transmit all monthly summaries of export certificates issued for the month of *[name of month]*."
3. Forward all of the original PPQ Forms 575 received from the work units along with the cover memorandum to the following address by the 20th of each month:

USDA-APHIS-FMD, User Fee Section
4700 River Road Unit 55
Riverdale, MD 20737
ATTN: Donna Ford

User Fee Section

USDA-APHIS-FMD, User Fee Section summarizes the information received from the regions and provides Export Services with an annual summary of export certification activities.



Work units should **not** report the number of Federal plant export certificates issued on the WADS system. The annual summary prepared by the User Fee Section replaces the WADS system for tracking export certification activities.

Annual Maintenance

Collect and maintain records and files as follows:

1. Collect the issuing office copies of both APHIS Form 80-R and APHIS Form 94 used to send user fee money for Federal plant export certificates listed on APHIS Form 80-R.
2. Highlight on APHIS Form 94 the amounts that pertain to Federal plant export certificates listed on APHIS Form 80-R.
3. Attach the associated Federal plant export certificates and APHIS Form 94 to the corresponding APHIS Form 80-R.
4. File the assembled records for the current fiscal year (October 1 to September 30). After closing out a fiscal year, the records **must** be stored on site for 2 complete fiscal years, plus the current fiscal year.
5. At the end of the third year (1 year in current files, 2 years in storage on site), send those records stored the longest to a Federal Archives and Records Center for storage and final disposition. Follow the directions in the *APHIS Records Management Handbook* when performing the following tasks:
 - A. Completing SF-135, Records Transmittal and Receipt
 - B. Locating the appropriate Federal Archives and Records Center
 - C. Retiring records to Federal Archives and Records Center
 - D. Shipping records to Federal Archives and Records Center

EXAMPLE

At the end of Fiscal Year 2004, you should have both the records for Fiscal Years 2002 and 2003 in storage on site. All records for Fiscal Year 2002 should then be sent to a Federal Archives and Records Center for further storage and final disposition.

Forms Used for Collecting User Fees

ACOs should have the following official forms to collect and maintain user fees for issued Federal plant export certificates¹⁰:

- ◆ APHIS Form 47, Transmittal and Receipt for Accountable Items (for transferring accountability of Federal plant export certificates) (see [Figure 3-11-12 on page 3-11-27](#))
- ◆ APHIS Form 80-R, Export Certification Record (for tracking issued Federal plant export certificates) (see [Figure 3-11-13 on page 3-11-28](#))
- ◆ APHIS Form 94, Record of Public Funds Received (for remitting fees to a lock box) (see [Figure 3-11-14 on page 3-11-29](#))
- ◆ PPQ Form 575, Monthly Summary of Export Certificates Issued (for reporting results) (See [Figure 3-11-15 on page 3-11-30](#))
- ◆ SF Form 1164, Claim for Reimbursement for Expenditures on Official Business
- ◆ SF Form 1165 (book of blank receipts)

¹⁰ Example of APHIS and PPQ listed forms are at the end of these special procedures (see [Forms Used for Collecting User Fees](#) on [page 3-11-26](#)) and are available for downloading from the following web site address: <<http://www.aphis.usda.gov/library/forms>>.

APHIS Form 47, Transmittal and Receipt for Accountable Items

TRANSMITTAL AND RECEIPT FOR ACCOUNTABLE ITEMS				USDA-APHIS		1. DATE PREPARED	
ISSUING OFFICE: Complete applicable items 1 through 9. Original and one copy to accompany the items to the receiving office. Retain one copy. RECEIVING OFFICE: Complete items 11 through 15 and return original to issuing office in item 3.							
2. TO:				3. FROM:			
4. ACCOUNTABLE FORMS ENCLOSED							
A. FORM NO.	B. TITLE	C. QUANTITY	D. UNIT OF ISSUE	E. SERIAL NOS. (Inclusive)			
				FROM	THROUGH		
SF-1103	U.S. Government Bill of Lading						
AD-107	Report of Transfer or Other Disposition of Construction of Property - For Sales						
APHIS-89	Report of Reimbursable Inspection and Quarantine Service						
	Identification Card						
5. CREDIT CARDS - LICENSE PLATES ENCLOSED							
A. TYPE	B. NAME OF ISSUING COMPANY	C. NO. ENCLOSED	D. CREDIT CARD OR LICENSE PLATE NOS.				
			FROM	THROUGH			
Telephone Toll Credit Card							
Auto Rental Credit Card							
GSA National Credit Card (Service station use) (Return expired credit cards being replaced)							
License Plates							
APHIS Decals							
6. ACCOUNTABLE ITEMS							
A. DESCRIPTION	B. QUANTITY	C. SERIAL NOS. (Inclusive)					
		FROM	THROUGH				
7. REMARKS							
8. SIGNATURE OF ISSUING OFFICIAL				9. TITLE		10. DATE	
ACKNOWLEDGMENT OF RECEIPT <i>I acknowledge receipt of the above items except as noted in item 11 below.</i>							
11. EXCEPTIONS							
<input type="checkbox"/> 12. "X" IF EXPIRED CREDIT CARDS ARE ATTACHED		13. SIGNATURE OF ACCOUNTABLE OFFICER		14. TITLE		15. DATE RECEIVED	
APHIS FORM 47 (APR 2001) Previous editions may be used.							

FIGURE 3-11-12: Example of APHIS Form 47, Transmittal and Receipt for Accountable Items (blank)

APHIS Form 80-R, Export Certificate Record

EXPORT CERTIFICATE RECORD									
1. FIRM NAME AND ADDRESS		2. PREPAYMENT DATE		3. CHECK IDENTIFICATION NUMBER					
		4. Certificates	6.	6. Total	7. Credit Brought Forward d	8. Credit used this page	9. Credit Balance	10. Amount Paid	
		x \$50							
11. RESPONSIBLE AGENT		12. PHONE NUMBER		13. SERIAL RANGE				14. ISSUING OFFICER	
CERTIFICATE RETURNED (Check appropriate box)									
15. SERIAL NUMBER	16. DATE	17. SIGNED	18. CR \$43 REISSUED	19. CR \$43 VOID/ UNUSED	20. CR \$43 REIMBURSABLE OVERTIME	21. CR \$27 NON COMM OR LOW VALUE	22. CREDIT DUE	23. INITIALS	
TOTALS			24. CR \$43 <input checked="" type="checkbox"/>	25. CR \$43 <input checked="" type="checkbox"/>	26. CR \$43 R O/T <input checked="" type="checkbox"/>	27. CR \$27 <input checked="" type="checkbox"/>	28. TOTAL CREDIT DUE	29. PREVIOUS CREDIT BALANCE	
			\$	\$	\$	\$	\$	\$	
TOTAL CREDIT TO BE BROUGHT FORWARD							\$		

FIGURE 3-11-14: Example of APHIS Form 94, Record of Public Funds Received (blank)

PPQ Form 575, Monthly Summary of Export Certificates Issued

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE			
MONTHLY SUMMARY OF EXPORT CERTIFICATES ISSUED			
1. WORK UNIT NAME AND STATION NAME		2. REGION	
		3. MONTH AND YEAR	
4. TYPE OF CERTIFICATE	NUMBER		DOLLAR AMOUNT COLLECTED AND FORWARDED TO ASD
	PURCHASED	ISSUED	
A. Commercial Phytosanitary Certificates invoiced valued at or greater than \$1,250 (PPQ Form 577)			\$
B. All Non-commercial & Commercial Phytosanitary Certificates invoiced valued less than \$1,250 (PPQ Form 577)			\$
C. Export Certificate, Processed Plant Products (PPQ Form 578)			\$
D. Commercial Phytosanitary Certificates for Re-export (PPQ Form 579)			\$
E. Commercial Phytosanitary Certificates for Re-export invoiced valued at less than \$1,250 (PPQ Form 579)			\$
F. Re-issued Certificates (Non-prepaid)			\$
G. Re-issued Certificates (Prepaid)			
H. Number of Voided or Unused Certificates			
I. Number of Certificates Issued under Non Contiguous Reimbursable Overtime			
J. Number of State and County Issued Certificates			
PPQ Form 577 _____			
PPQ Form 578 _____			
PPQ Form 579 _____			
CERTIFICATION			
I certify that the foregoing Export Certificates were purchased or issued during the month of _____ and all monies collected were forwarded to MRP Business Services, ASD, Minneapolis.			
5. SIGNATURE		6. PRINT NAME AND TITLE (PD or Designee)	
8. REMARKS			
NEGATIVE REPORT			
I certify that the foregoing Export Certificates were purchased or issued during the month of _____ and all monies collected from previous certificates have been forwarded to MRP Business Services, ASD, Minneapolis.			
9. SIGNATURE		10. PRINT NAME AND TITLE (PD or Designee)	
		11. DATE	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>PPQ FORM 575 JAN 2002</div> <div> <input type="checkbox"/> PART 1-APHIS USER FEES BRANCH </div> <div> <input type="checkbox"/> PART 2-WORK UNIT </div> <div> <input type="checkbox"/> PART 3-REGIONAL OFFICE </div> </div>			

FIGURE 3-11-15: Example of PPQ Form 575, Monthly Summary of Export Certificates Issued

Quick Reference Guides for Applying User Fees

QUICK REFERENCE GUIDE FOR APPLYING USER FEES--INITIAL ISSUE CERTIFICATES

(See reverse side for released certificate)

Certifying officials may use this Quick Reference Guide to quickly determine the user fee charge when responding to questions. More detailed guidelines on how to document and process each transaction is detailed in Appendix A of the Export Certification Manual.

If your time status is:	And the requested certificate is:	And the status of the shipment is:	Then the user fee charge is:	Actions for each nonprepaid certificate:	Actions for each prepaid certificate:
Regular tour of duty (TOD) or contiguous reimbursable overtime (ROT)	PPQ 577	Commercial valued more than \$1,250	\$30	1. COLLECT \$30 2. COMPLETE Blocks 15, 16, 17 (enter \$30), 23 of APHIS 80-R (Export Certificate Record) 3. DOCUMENT additional charge on APHIS 89 for certificate's serial number in Block 12	1. COMPLETE Blocks 16, 17, 23 of APHIS 80-R 2. DOCUMENT additional charge on APHIS 89 for each certificate's serial number in Block 12
		Commercial valued at or less than \$1,250	\$19	1. COLLECT \$19 2. COMPLETE Blocks 15, 16, 17 (enter \$19), 23 of APHIS 80-R 3. DOCUMENT additional charge on APHIS 89 for certificate's serial number in Block 12	1. COMPLETE Blocks 16, 17, 21, 22 (enter \$11), 23 of APHIS 80-R 2. DOCUMENT additional charge on APHIS 89 for each certificate's serial number in Block 12
		Noncommercial			
		Commercial valued more than \$1,250			
	PPQ 578	Commercial valued more than \$1,250	\$30	1. COLLECT \$30 2. COMPLETE Blocks 15, 16, 17 (enter \$30), 23 of APHIS 80-R 3. DOCUMENT additional charge on APHIS 89 for certificate's serial number in Block 12	1. COMPLETE Blocks 16, 17, 23 of APHIS 80-R 2. DOCUMENT additional charge on APHIS 89 for each certificate's serial number in Block 12
		Commercial valued at or less than \$1,250			
		Noncommercial			
		Commercial valued more than \$1,250			
	PPQ 579	Commercial valued more than \$1,250	\$19	1. COLLECT \$19 2. COMPLETE Blocks 15, 16, 17, 23 of APHIS 80-R 3. DOCUMENT additional charge on APHIS 89 for certificate's serial number in Block 12	1. COMPLETE Blocks 16, 17, 21, 22 (enter \$11), 23 of APHIS 80-R 2. DOCUMENT additional charge on APHIS 89 for each certificate's serial number in Block 12
		Commercial valued at or less than \$1,250			
		Noncommercial			
		Commercial valued more than \$1,250			
Noncontiguous ROT	PPQ 577	Commercial	No charge	1. COMPLETE Blocks 15, 16, 17 (enter "N/C"), 23 of APHIS 80-R 2. DOCUMENT additional charge on APHIS 89 for certificate's serial number in Block 12	1. COMPLETE Blocks 16, 17, 21, 22 (enter \$11), 23 of APHIS 80-R 2. DOCUMENT additional charge on APHIS 89 for each certificate's serial number in Block 12
		Noncommercial			
		Commercial	No charge because you're conducting the work on ROT	1. COMPLETE Blocks 15, 16, 17, 18-22 (enter "Issued on ROT"), 23 of APHIS 80-R 2. CHARGE ROT on APHIS 89, recording certificate's serial number in Block 12	1. COMPLETE Blocks 16, 17, 20, 22 (enter \$24), 23 of APHIS 80-R 2. CHARGE ROT on APHIS 89, recording certificate's serial number in Block 12
		Noncommercial			

FIGURE 3-11-16: Quick Reference Guide for Applying User Fees--Initial Use Certificates

QUICK REFERENCE GUIDE FOR APPLYING USER FEES-REISSUED CERTIFICATES
(See reverse side for initial issue certificates)

If your time status is:	And the error is of:	And the requested certificate is:	And the office of the shipment is:	Then the user fee change is:	Actions for each nonrepaid certificate:	Actions for each prepaid certificate:
Regular tour of duty (TOD) or contiguous reimbursable overtime (ROT)	PPQ			No charge	<ul style="list-style-type: none"> 1. On the APHS 80-R which lists the erroneous certificate, SCRATCH through the number of the erroneous certificate in Block 15. 2. ENTER in Block 15 the number of the replacement certificate. 3. FILE the voided certificate at the issuing office. 4. On the APHS 80-R which lists a new certificate, COMPLETE Blocks 15, 16, 17 (enter "N/C"), 18-22 (enter "PPQ issuing error, replace certificate # _____" and show company's name), 23. 5. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12. 	<ul style="list-style-type: none"> 1. On the APHS 80-R which lists the erroneous certificate: <ul style="list-style-type: none"> a. SCRATCH through the entire line b. ENTER "Voided due to PPQ error" in the margin c. FILE the voided certificate at the issuing office 2. On the APHS 80-R which lists a new certificate: COMPLETE Blocks 15, 16, 17-21 (enter "PPQ issuing error"), 22 (enter \$30), 23. <p>FROM YOUR STOCK: FOLLOW the actions listed for nonrepaid certificates</p>
	The exporter or their representative	PPQ 577	Commercial valued more than \$1,250	<ul style="list-style-type: none"> • \$6 for the first reissued certificate; • \$30 for multiple certificates* 	<ul style="list-style-type: none"> 1. COLLECT \$6 and \$30, if appropriate 2. COMPLETE Blocks 15, 16, 17 (enter \$6/\$30), 23 of APHS 80-R 3. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then no credit, if appropriate), 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate's serial number in Block 12
			Commercial valued at or less than \$1,250	<ul style="list-style-type: none"> • \$6 for the first reissued certificate; • \$19 for multiple certificates* 	<ul style="list-style-type: none"> 1. COLLECT \$6 and \$19, if appropriate 2. COMPLETE Blocks 15, 16, 17 (enter \$6/\$19), 23 of APHS 80-R 3. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$11, if appropriate), 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate's serial number in Block 12
			Noncommercial	<ul style="list-style-type: none"> • \$6 for the first reissued certificate; • \$30 for multiple certificates* 	<ul style="list-style-type: none"> 1. COLLECT \$6 and \$30, if appropriate 2. COMPLETE Blocks 15, 16, 17 (enter \$6/\$30), 23 of APHS 80-R 3. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then no credit, if appropriate), 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate's serial number in Block 12
		PPQ 578	Commercial valued more than \$1,250	<ul style="list-style-type: none"> • \$6 for the first reissued certificate; • \$30 for multiple certificates* 	<ul style="list-style-type: none"> 1. COLLECT \$6 and \$30, if appropriate 2. COMPLETE Blocks 15, 16, 17 (enter \$6/\$30), 23 of APHS 80-R 3. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then no credit, if appropriate), 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate's serial number in Block 12
		PPQ 579	Commercial valued more than \$1,250	<ul style="list-style-type: none"> • \$6 for the first reissued certificate; • \$30 for multiple certificates* 	<ul style="list-style-type: none"> 1. COLLECT \$6 and \$30, if appropriate 2. COMPLETE Blocks 15, 16, 17 (enter \$6/\$30), 23 of APHS 80-R 3. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$11, if appropriate), 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate's serial number in Block 12
			Commercial valued at or less than \$1,250	<ul style="list-style-type: none"> • \$6 for the first reissued certificate; • \$19 for multiple certificates* 	<ul style="list-style-type: none"> 1. COLLECT \$6 and \$19, if appropriate 2. COMPLETE Blocks 15, 16, 17 (enter \$6/\$19), 23 of APHS 80-R 3. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$11, if appropriate), 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate's serial number in Block 12
			Noncommercial	No charge	<ul style="list-style-type: none"> 1. COMPLETE Blocks 15, 16, 17 (enter "N/C", 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate issued on contiguous ROT, recording each certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter "N/C", 23 of APHS 80-R 2. DOCUMENT additional charge on APHS 89 for certificate's serial number in Block 12
Noncontiguous ROT	PPQ			No charge because you're conducting the work on ROT	<ul style="list-style-type: none"> 1. COMPLETE Blocks 15, 16, 22 (enter "PPQ issuing error", 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$24), 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12
	The exporter or their representative	PPQ 577		No charge because you're conducting the work on ROT	<ul style="list-style-type: none"> 1. COMPLETE Blocks 15, 16, 17, 18-22 (enter "N/C", 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$24), 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12
		PPQ 578		No charge because you're conducting the work on ROT	<ul style="list-style-type: none"> 1. COMPLETE Blocks 15, 16, 17, 18-22 (enter "N/C", 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$24), 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12
		PPQ 579	Commercial	No charge because you're conducting the work on ROT	<ul style="list-style-type: none"> 1. COMPLETE Blocks 15, 16, 17, 18-22 (enter "N/C", 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$24), 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12
			Noncommercial	No charge because you're conducting the work on ROT	<ul style="list-style-type: none"> 1. COMPLETE Blocks 15, 16, 17, 18-22 (enter "N/C", 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12 	<ul style="list-style-type: none"> 1. COMPLETE Blocks 16, 17, 18, 22 (enter \$24 and then enter \$24), 23 of APHS 80-R 2. CHANGE ROT on APHS 89, recording certificate's serial number in Block 12

* When multiple certificates are requested to replace one certificate, see page A-12 of the Export Certification Manual for a detailed explanation.

FIGURE 3-11-17: Quick Reference Guide for Applying User Fees-Reissued Certificates